SAM

CENGAGE Learning®

June 2014

Assessment, Training and Projects for Microsoft Office

Instructor QuickStart Guide

SAM

SAM Instructor QuickStart Guide

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Introduction to SAM

SAM (Skills Assessment Manager) is a web-based application that measures student proficiency in Microsoft Office software and technology-related topics. SAM teaches Microsoft Word, Excel, PowerPoint, Access, Outlook and Internet Explorer, in addition to Foundational Computer Concepts. SAM uses skill-based assessments, interactive training, real-world projects and just-in-time remediation to help students master essential computing skills. Visit SAM Central at www.cengage.com/samcentral for more information.

Cengage Learning created this *Instructor QuickStart Guide* to serve as an introduction for new SAM instructors. It provides directions for instructors who need to create courses, configure assignments (Exams, Training, Projects and SAM Paths) and view reports.

This guide summarizes the detailed information found in the *Instructor User Manual* available at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf.

You can also reference the *SAM Lab Administrators Guide* for information about setting up the SAM environment, available at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Lab%20Admin%20Guide.pdf.

For details about student activities, your students can reference the *SAM Student User Manual* available at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Student%20Manual.pdf.

Audience

This *SAM Instructor QuickStart Guide* is a resource for SAM instructors who are new to teaching with SAM and the Cengage support teams who assist them.

Objectives

Instructors can use this guide to learn about SAM functionality in these areas:

- Working with courses: (Creating, Editing and Deactivating a Section)
- Adding Assignments (Exams, Training, Projects and SAM Path)
- Viewing SAM reports
- Setting up Gradebook
- Using Dropbox

Engagement Services

Cengage Learning's Engagement Services offers a full portfolio of services designed to support instructors and institutions in fostering learner engagement and improving outcomes. Digital Course Support services provide you and your students with an unparalleled, ongoing user experience with SAM. For more information, contact your Cengage Learning Consultant or visit http://www.cengage.com/services.

Part I: The Instructor Experience

Logging into SAM

Follow these steps when you log into SAM for the first time:

Step	Action
1	Go to http://sam.cengage.com. The SAM *Login* page displays.
2	Enter the **username** and **password** you received. If your institution does not have a site license, enter the SAM *Key code* you were provided.
3	Click **Login**. **Result**: If this is your first login, the **SAM Terms and Conditions** page displays. (The SAM home page displays on subsequent logins.)
4	Click **I Agree** to accept the terms and display the login page.
5	Enter a **Secret Question** and **Answer** to help you recover your password if you forget it.
6	Click **Submit**.
7	Enter and confirm a new password. Use the new password the next time you login to SAM.
8	Click **Submit**. The SAM *Home* page displays.

NOTE: CengageBrain checks the username you enter. If it finds it, a prompt directs you to enter your CengageBrain password to login.

Creating a Section

You can create new sections from the SAM website. Your institution or department may have a standard naming convention for you to follow when naming sections. Use these steps to add a new section:

Step	Action
1	On the **Navigation** bar, click **Sections**. **Result**: The *Sections* page displays.
2	Click **Add New**. **Result**: The *Sections – Add New* page displays, defaulting to the **Properties** tab.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>On the Properties tab:
■ Complete all required fields (Section Name, Course Name, Term, Year and Content Version).
■ Deselect the check box for Student Auto-Enroll if you want to prevent students from auto-enrolling in the section.
NOTES:
■ Content Version refers to the version of Microsoft Office that your institution purchased. If both versions are available to your institution, select the version that you intend to use for the section. If only one version is available to your institution, then that version is selected by default.
■ You cannot change the content version if you copy a course section to create a new section.</td></tr>
<tr><td>4</td><td>Click Save.</td></tr>
<tr><td>5</td><td>Click the Textbooks tab if you want to associate this section with textbooks.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>You do not want to assign textbooks,</td><td>Click I do not plan to use any textbooks for this section (this is the default).</td></tr>
<tr><td>You want to assign textbooks,</td><td>■ Click I plan to use the following textbook(s) for this section.
■ From the appropriate drop-down menus, select the appropriate series and subject.
■ From the Available Textbooks menu, click the appropriate textbooks.
■ Click > to add them to the Selected Textbooks menu.</td></tr>
</table></td></tr>
<tr><td>6</td><td>Click the Instructors tab. SAM assigns you to the course automatically. You can add additional instructors if needed.</td></tr>
<tr><td>7</td><td>To designate an additional instructor as an Owner of the section, click Add as Section Owner to the right of the instructor’s name.
NOTES:
■ Only the creator of the section can assign owner status to other instructors.
■ Clicking the icon again reverts the user to instructor-only status.</td></tr>
<tr><td>8</td><td>Click the Students tab to enroll and unenroll students in the section.</td></tr>
</table>

Step	Action
9	From the **Other Candidates** or **Wait Listed Student** menus, select the student(s) you want to select. Click **>** to add them to the **Enrolled Students** menu.
10	Click **Save and Close**. **Result**: the *Sections* page displays.

Modifying a Section

For information on, copying and/or deactivating an existing section, see the *SAM Instructor User Manual* at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf.

Editing a Section

You can make changes to an existing section, although you cannot change the content version already assigned to the section. The following procedure explains how to edit a course section:

Step	Action
1	On the **Navigation** bar, click **Sections**. **Result**: The *Sections* page displays.
2	Select a section.
3	Click **Edit**. **Result**: The *Sections – Edit* page displays, defaulting to the **Properties** tab. **NOTE:** If you do not want to edit the section, click the **Cancel** button.
4	Make any necessary changes to the section's properties. **NOTE:** You cannot change the content version assigned to a section when editing the section.
5	Click the **Textbooks** tab and make any necessary changes.
6	Click the **Instructors** tab and make any necessary changes. **NOTE:** You can assign owners on this tab.
7	Click the **Students** tab and make any necessary changes.
8	Click **Save and Close**.

Adding MindTap Reader to a Course

You can add readings from MindTap into your SAM course during section creation, copying or editing, on the **Textbooks** tab. If MindTap Reader is available for your course, texts from Mindtap Reader display in orange.

IMPORTANT: Students may need to enter a Key Code in SAM to access the MindTap Reader, depending on the institution's license type. Guide them through these steps:

Step	Action
1	Navigate to the *Activity List*.
2	Click **Add Product**. **Result**: The *Add Product* window displays.
3	Enter the product's 18-digit Key Code. If students need to purchase a Key Code, they need to go to http://www.cengagebrain.com.
4	Click **OK**. **Result**: A message displays confirming the activation of the product.
5	Click **OK**. **Result**: *Activity List* page displays and the applicable assignments display as Active.

Working with the Express Creation Wizard

Express Creation is a convenient way to create and schedule exam, training and project assignments associated to a chapter from a textbook in a section.

NOTE: You cannot create a SAM Path using the Express Creation wizard. Instead, use manual creation.

- For exam creation, you can select tasks and/or testbank questions. Task-based questions display selected by default. To use objective-based testbank questions, you must select them individually.
- For training assignment creation, you can select performance-based tasks that are parallel to those used in exams.
- For projects, you can assign step-by-step activities that require students to show proficiency with Word, Excel, Access or PowerPoint.

Follow these steps to use the Express Assignment Creation wizard to create and schedule assignments for your section:

Step	Action
1	On the **Navigation** bar, click **SAM Assignments**, and then click **Express Creation**.
2	From the **Select Section** drop-down menu, select a section.
3	From the **Textbook** drop-down menu, select a textbook from which to create an assignment. **Result**: The **Express Creation** wizard starts.
4	From the **Chapter** tabs, select the chapter from which to create an assignment.

Step	Action
5	Select from the following: ■ **Exams**: You may select multiple tasks or testbank questions within a single exam. ■ **Training**: You may select multiple tasks within a training assignment. ■ **Projects**: Select a project.
6	In the **Assignment** box, enter a *unique name* for the assignment.
7	**For Exams:** By default, all tasks are selected; testbank questions are not selected. ■ Deselect and select tasks to include in the assignment. ■ Select testbank questions to include in the assignment. ■ Select all appropriate options. ■ Click **Save Exam**. **For Training:** By default, all training assignments are selected. Deselect and select training if required. Complete the following: ■ In the **Instructions** text box, enter *exam instructions*. ■ Select the **Training Options** tab and enter all appropriate training options. ■ Click **Save Training**. **For Projects:** ■ In the **Project Assignment Options and Scheduling** dialog box, enter and select from the various options. ■ Click **Save Project**. **NOTE**: You can adjust the grading weights for SAM Assignment types. For details, see the *Gradebook* section of the *SAM Instructor User Manual* at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf.

Creating Assignments Manually

Use manual assignment creation if you think you may want to edit or copy assignments later. To create exam, training, project assignments and individual student assignments manually and to schedule SAM assignments, see the *Instructor User Manual* at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf

Use manual assignment creation to schedule a SAM Path (see the following procedure).

SAM Path

SAM Paths are assignments consisting of sequential combinations of exams and training.

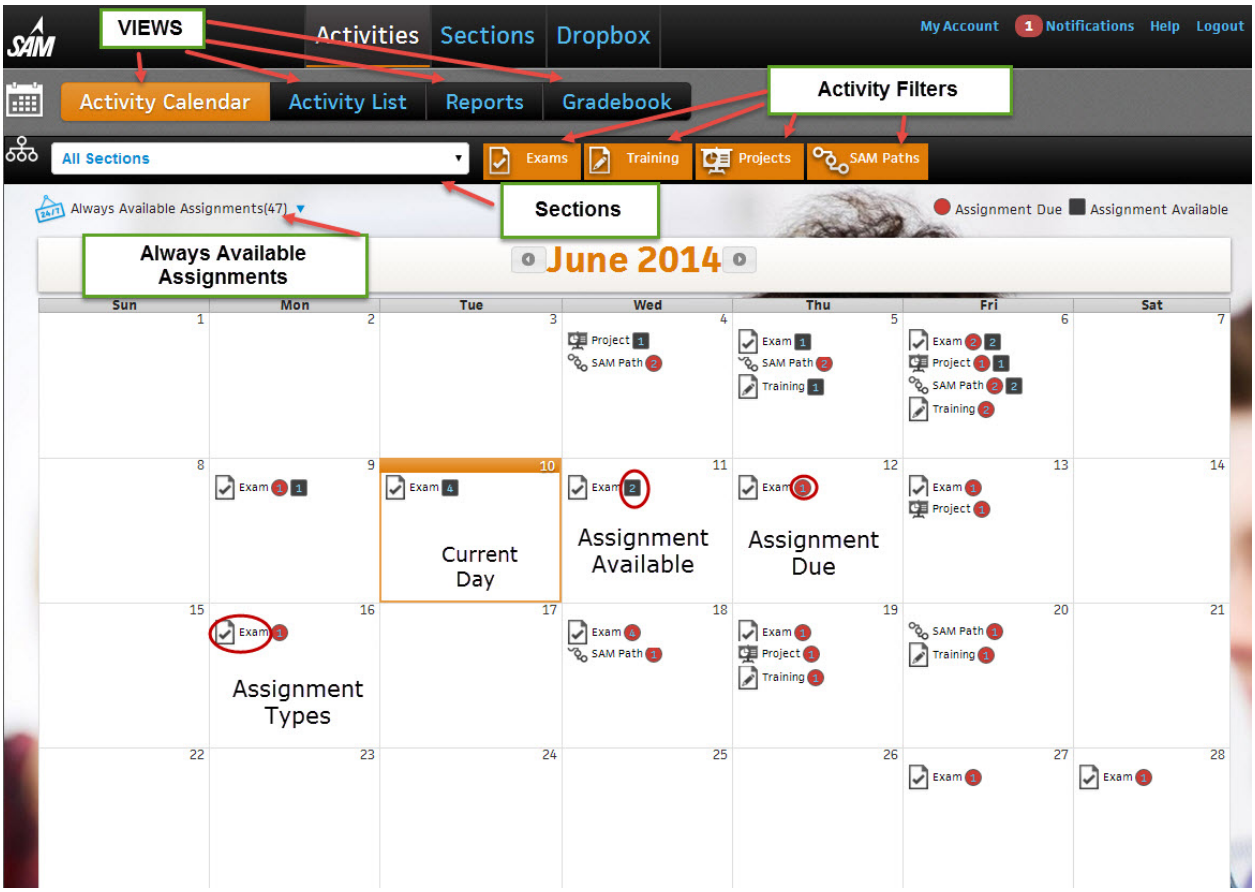
Before you create a SAM Path, you need to create an exam with companion training or training with a companion exam. These paired activities form the basis of the SAM Path assignment. Use this procedure to create a SAM Path.

Step	Action
1	On the **Navigation** bar, click **SAM Assignments**. **Result**: By default, the **Assignments** tab is selected.
2	On the **Taskbar**, **click Schedule New.** **Result**: The **Add Assignment Options and Schedule wizard** starts and Step 1, **Select Assignment Type**, displays.
3	For **Assignment Type**, click **SAM Path**. **NOTE:** The Content Version menu displays the version of Microsoft Office assigned to the assignment. (Office 2010 or Office 2013, depending on what is available to the institution)
4	In this step, select the appropriate subject and exam. ■ From the **Subject** drop-down menu, select an appropriate subject. ■ For **SAM Path Type** select an appropriate type (**Private** or **Public)**. ■ From the **Your SAM Paths** list, select an appropriate exam.
5	Click **Next Step**. **Result**: Step 2 of the wizard, **Add Assignment Options and Schedule**, displays.

Step	Action
6	In this step, select the SAM Path Exam-Training combinations. Click the appropriate option to select. Options display differently depending on your selection. ■ **Exam > Training > Exam**: Use this path to test students on a topic, provide remedial training for any errors and re-test students for proficiency. ■ **Training > Exam**: Use this path to train students on a topic and test their proficiency. ■ **Exam > Training**: Use this path to test students on a topic and provide remedial training for errors.
7	Regardless of which of the three SAM Path options you select, always complete the following mandatory fields: ■ **Assignment Name**: Enter a *name* for the SAM Path assignment. ■ **Schedule Selection**: Click the **Select Section(s)** drop-down menu and select appropriate section(s).
8	Enter the settings appropriate for this SAM Path assignment. See the following tables for the assignment and schedule options for each of the SAM Path combinations.
9	When finished entering all options, click **Save**.

Student View

You can click **Student View** on the top right to view and take student assignments. For details about student workflow, refer to the *Student User Manual* at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Student%20Manual.pdf.


VIEWS
Activities
Sections
Dropbox
My Account
1 Notifications
Help
Logout
Activity Calendar
Activity List
Reports
Gradebook
Activity Filters
All Sections
Exams
Training
Projects
SAM Paths
Sections
Always Available Assignments(47)
Always Available Assignments
Assignment Due
Assignment Available
June 2014
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Current Day
Assignment Available
Assignment Due
Assignment Types

Part II: Reports, Gradebook and Dropbox

Reports

SAM can generate a number of different report types related to exams, training, projects and SAM Paths. Reports can display student, section, exam or application data.

Generating a Report

The instructions in the table describe how to select a report type and generate the report. SAM provides many types of reports. The Instructor User Manual available at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf lists available reports for each SAM assignment type.

These general steps provide information to help you create reports:

Step	Action
1	On the **Navigation** bar, click **Results**. **Result**: The **Reports** tab displays by default.
2	From the **Report Type** drop-down menu, select a report type (**Exam**, **Training**, **Project**, **SAM Path** or **Other**). **NOTE:** Your selection determines the specific reports available to you.
3	From the **Report** drop-down menu, select a report. **NOTE:** Based on your **Report Type** and **Report** selections, specific search options display.
4	In the **Assignment** drop-down menu, select the appropriate assignment.
5	In the *Sections* list, select the appropriate section. **NOTE**: You can search for a section by entering search text in the **Search Section** text box.
6	Click **Generate Report**. **Result**: The selected report displays.
7	To close the report, click the **X** icon in the upper right of the report window. **IMPORTANT**: Do not click the X icon for Windows or you will exit SAM.

Gradebook

You can use the Gradebook to perform the following procedures:

- Change settings – You can choose whether to display weights, scores and the final score to students.
- View individual assignments – You can view specific Exams, Training or Projects along with other instructor-added assignment types.
- Add and delete individual student assignments – You can add and delete any assignment for a student. You can also add an assignment for a student to replace an existing assignment.
- Adjusting weights of Exams, Training, Projects and instructor-added assignment types in a SAM section – You can change the percentage values for the assignment types as long as the total percentage equals 100.
- Modify assignment scores – You can adjust a student's score on an assignment; however, this change is not reflected in reports.
- Add, edit and delete assignment types – You can add or edit Exams, Training and Projects; add your own assignment types and delete assignment types you added.
- Export grades to the institution's Learning Management System or other repository –You can export to a .csv file and import the file into a Learning Management System or open it in Excel.

This guide covers the most frequently performed Gradebook procedures. For details on other procedures, consult the **Instructor User Manual** available at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf.

Selecting a Section

Before viewing or maintaining a Gradebook, first select the section using the following procedure:

Step	Action
1	On the **Navigation** bar, click **Results**.
2	Click the **Gradebook** tab.
3	From the drop-down menu, select a section. **Result**: The section's student list displays.
4	If the Gradebook exceeds the width of the page, click the **>** key to see the next set or the **<** key to see the previous set. **NOTE**: No results display when the selected section contains no students or no student results. Instead of the table grid, the following message displays: **No Students are enrolled in selected section or no student results exist**.

Modifying Gradebook Settings

Modifying Gradebook settings changes what displays to students in Gradebook. To change a section's Gradebook settings, use the following procedure:

Step	Action
1	After you have started Gradebook and selected a section, the table grid displays.
2	Click the **Manage** tab in the upper right corner of the window and then **Settings**. **Result**: The **Settings** dialog box displays.
3	Select whether or not the Gradebook displays **Weights**, **Scores** and the **Final Score** to students. Select the checkbox next to the item to turn the display on. **NOTE**: The default is *not selected* or *off*. If all options are *off*, students are not able to see their Gradebook. **IMPORTANT**: You can select the **Show The Weight** checkbox only after selecting the **Show The Scores** checkbox.

Viewing Individual Assignments

To view individual student assignments use this procedure:

Step	Action
1	From the **Section** drop-down menu, select a section.
2	Locate students in the list.
3	Final Score and assignment results display for each student. **NOTE**: Total enrollment and class average display in the top left of *Gradebook* window.

Exporting the Gradebook

To export a section's Gradebook in CSV (comma-separated values) format use the following procedure:

Step	Action
1	After you have started Gradebook and selected a section, the table grid displays. From the **Section** drop-down menu, select a section. **Result**: The section's student list displays.
2	Click the **Manage** tab in the upper right corner of the window and then **Export**. **Result**: A standard download dialog box displays.
3	In the download dialog box, click **Browse** and select a location on your local or network drive to save the CSV file. **NOTE**: If necessary, change the file name from the default SAM-Reports.
4	Click **Save**.

Dropbox

Students can use a Dropbox to submit non-SAM files so instructors can view them and add notes. **IMPORTANT**: To access the Dropbox of a section, you need to be an assigned Instructor, Owner or Creator. For details on user rights, see the *SAM Instructor User Manual* at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Instructor%20Manual.pdf.

To access Dropbox from the Instructor side:

Step	Action
1	On the **Navigation** bar, click **Results**. **Result**: The *Results* page displays.
2	Click the **Dropbox** tab.
3	From the **Section** drop-down menu, select the appropriate section. **Result**: The *Dropbox* displays.

Part III: Optimizing SAM

For information about optimizing SAM, refer to the SAM Lab Administrators Guide at http://sam.cengage.com/Content/InstructionFiles/common/SAM%20Lab%20Admin%20Guide.pdf.

Follow these guidelines to help ensure that SAM loads and runs at optimal speeds:

- Exit other applications while using SAM, especially during exams, to ensure adequate bandwidth and critical system memory to provide the best user experience.
- Disallow or block social networking applications during SAM sessions. It may have a negative impact on overall workstation performance.
- For SAM Training, each user may require up to 1 megabit per second of bandwidth to download and use SAM. Therefore, a lab with 30 students may require 30 mbps of available capacity during SAM Training sessions. (SAM Exams and Projects require significantly less bandwidth).
- If your institution uses a firewall, confirm that standard HTTP Port 80 is open for the http://sam.cengage.com site. If your institution accesses the site via secure SSL, confirm that Port 443 is open as well. The LAB Administrators guide provides additional information.

Part IV: Technical Support

Go to www.cengage.com/support for all of these and more:

- Live chat for students 24/7
- Training videos (go to http://www.cengage.com/dcs/)
- SAM Knowledgebase and Manuals

Or

Email your problems and questions at any time
to http://poweron.cengage.com/magellan/TechSupport/login.aspx.